

**Office of the Attorney General**  
Human Resources  
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317-232-7979 (fax)



## **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

### **PARALEGAL Transportation Practice Group Litigation Section**

Assists the Section Chief and Attorneys preparation and processing of various pleadings and filings. This position reports to Deputies as assigned.

#### **Duties:**

- Complete all tasks necessary for the preparation of legal documents, including, but not limited to, the preparation of pleadings, tracking hearings, and agendas; timely documentation of all activities for files; opening and closing litigation cases; tracking cases as well as the assignment of cases, preparing all new litigation case files, preparing agreed findings and judgments, and running and updating reports.
- Assist in discovery, witness interview and preparation; subpoena; attend all meetings, hearings, conferences, and depositions, as required.
- Conduct research concerning statutes, and trial procedures and case law as directed.
- Communicate with agencies, defendant, attorneys and courts regarding all matters related to the litigation.
- Act as liaison with the outside agencies.
- Maintain all hearing calendars. Sort and direct mail for Section Chief.
- Other duties as assigned by the Section Chief.

All eligible candidates for this position will make a two-year commitment to the Office of the Attorney General.

#### **Qualifications:**

- Paralegal degree or equivalent required.
- Must be proficient in computer skills preferably with Microsoft Office and Westlaw research, and all other applicable software in use by Division.
- Must have the ability to communicate effectively, both orally and in writing.
- Organizational skills, sufficient to work with large caseloads including monitoring of due dates are required.
- Good customer relation skills including the ability to work with both complainants and respondents required. Able to work well with others.